

Foreign National Student Intern Program (FNSIP) Spring 2015

OPEN TO: All Interested University Students

OFFICES:

- A. **Kaohsiung**
 - 1. Executive Office
 - 2. Public Diplomacy Section
- B. **Taipei**
 - 1. Agriculture Trade Office
 - 2. American Citizen Services Office
 - 3. Commercial Section
 - 4. Economic Section
 - 5. Human Resources Office
 - 6. Political Section
 - 7. Public Diplomacy Section

OPENING DATE: December 3, 2014

CLOSING DATE: December 31, 2014

WORK PERIOD: March 2015 to June 2015
The exact internship periods and the hours per week are not fixed and will be arranged between the individual intern and the section. Please do not forget to discuss your work schedule during interview. Certificate of Internship will only be issued for those students who complete at least 2/3 hours of the program.

COMPENSATION

There are no benefits, compensation, nor any future employment rights attached to this internship. However, students would gain valuable experience in various areas of U.S. Mission, and possible academic credit that your schools may consider to award.

ELIGIBILITY

Successful applicants must be:

- 1. Taiwan citizens
- 2. 18 years or older

3. Active students with at least two years of university studies (i.e. junior, senior or graduate students)
4. In good academic standing and have their school's endorsement
5. With an agreement from current schools

Note: U.S. citizens are not considered eligible for this student intern program.

DUTIES AND QUALIFICATIONS

A. Kaohsiung

1. **Executive Office (1 intern).** Assisting Consular, Economic, Political and Public Affair Sections with public information sheets preparation; Event preparatory work; Gathering information for economic and political reporting; Translation. Must be studying actively towards a degree in Political science, English, International Relations, Journalism, Business, or Public Relations. Must have strong English and Chinese abilities. Microsoft Office Suite skills are required.
2. **Public Diplomacy Section (1 intern).** Assisting with social media outreach and information sharing activities; Updating content; Program preparatory work. Must be studying actively towards a degree in Political Science, English, International Relations, Business, or Public Relations, Multimedia/Graphic Design, Computer Science, Information Management, or Communications. Must have strong English and Chinese abilities, Microsoft Office Suite skills are required.

B. Taipei

1. **Agriculture Trade Office (3 interns).** Assisting with marketing and promotional activities; Drafting non-sensitive English language correspondence; Organizing trade missions; Documenting information sources for official reports. Academic background in general business or international affairs required. Must have good English and Chinese abilities. Microsoft Office Suite skills are required.
2. **American Citizen Services Office (1 intern).** Assisting with drafting responses to public inquiries on Consular services; Assisting in special American Citizen services, such as hospital visits; Performing written translation from Chinese to English or English to Chinese; Assisting with clerical tasks and event preparatory work. Must have very strong English listening/speaking abilities. Good computer skills are essential. Able to work a minimum of 20 hours per week.
3. **Commercial Section (2 interns).** Following Taiwan's developments in specific market sectors and briefing Commercial Officers on those developments; Undertaking research for, and writing, major market opportunity reports;

Assisting with conferences and events. University students studying Economics or trade related education. Strong English and Microsoft Office Suite skills are required.

4. **Economic Section (1 intern).** The first half of the internship will concentrate on preparations and issue tracking in advance of the 2015 Trade and Investment Framework Agreement (TIFA) meeting. The second half of the internship will involve assisting the trade officer with supporting planning for cooperation with Taiwan on the 2015 AOEC agenda. Academic background in Economics, Business, International Relations, or Political Science required. Good Chinese and English abilities. Microsoft Office Suite skills are required. Able to work a minimum of 16 hours per week.
5. **Human Resources Office (1 intern).** Assisting in rebuilding and maintaining contents on HR SharePoint site; Assisting with AIT Awards Program Spring 2015 cycle; Assisting with recruitment and intern programs; Assisting with HR special projects, i.e. Onsite Training, Updating Duty Officer Handbook, Departure Guideline Book, etc. University students studying in Liberal Arts, Science, Humanities, Management or Business. Good command of English and strong Microsoft Office package are required. Knowledge or interest of Web applications.
6. **Political Section (1 intern).** Assisting with updating and maintaining contacts database and other research and administrative tasks as assigned. University students who are interested in the current events, political science or international relations. Good English and Microsoft Office Suite skills are required.
7. **Public Diplomacy Office (3 interns)**
 - **Information Unit (1 intern).** Supporting information Unit outreach efforts; Helping plan and executing press conferences; Assisting in drafting responses to media inquiries; Monitoring social media sites; Developing content for social media sites. University students studying Liberal Arts, Journalism, Communications, Political Science, History, Education, Art, Management. Good Chinese and English abilities, Microsoft Office Suite skills are required.
 - **Cultural Unit and IRC (2 interns).** Assisting with organizing and executing public diplomacy programs and activities at American Corners; Helping search and maintaining database; Assisting with Alumni affairs in maintaining the alumni database, supporting the youth camp and the alumni forum; Updating cultural media contact database; Other tasks as required. University students studying Liberal Arts, Political Science, History, Education,

Art, Management, Communication, Library Science. Good Chinese and English abilities. Microsoft Office Suite skills are required.

HOW TO APPLY

Application should include:

1. Application form ([click here](#) for PDF file, [click here](#) for WORD file)
2. Statement of Interest ([click here](#) for PDS file, [click here](#) for WORD file)
3. Letter of Permission (issued by current Department Office or professor)
4. Official transcripts (in English)

E-mail your questions and application to taipeiait-hro@state.gov by 05:00 p.m. Wednesday, December 31, 2014. You shall receive an auto-reply from the system, if your submission is successful.